**Lesson 5—Exercise 1**

As assistant to the distance education coordinator at your school, you are working

on a presentation to present distance education opportunities to a group of new

students. The coordinator has identified some items that need to be edited on

the presentation. Using the Lesson5ex1\_data file, make the following modifications

to the presentation:

1. Adjust all text objects on slide 1 so that the text is centered vertically and

horizontally on the slide.

2. Change the title on slide 1 to 40-point font.

3. Change the line spacing of slides 3 and 7 to 1.5 lines and center the information

on the slide.

4. Left-align and vertically center the text on slide 2.

5. Find the word Online and replace with the word Distance.

6. Spell Check the entire presentation.

7. Using the Thesaurus, find an appropriate word to replace available on slide 7.

8. Save the presentation as lesson5ex1a in a new folder named PowerPoint on

your storage device.

9. Close PowerPoint.

Lesson 5—Project 1

As the Club President for STAR Running Club, you prepared a presentation for an

upcoming club meeting. After reviewing the presentation, you have discovered a

few areas that need to be edited. Open the Lesson5Project1\_data presentation,

and complete the following.

• Add the text Don’t give up, at the beginning of the statement on slide 8 and

center align the information on the slide and in the placeholder.

• Change the title text on all slides to a font of your choice.

• Use the Review Ribbon to find the Spanish translation for just one more mile.

• Place a new text box at the bottom of the last slide, and place the Spanish

translation in the text box. The font size should be small.

• Relocate the text objects on slide 2 to the center of the slide.

• Move slide 4 to the position before slide 3.

• Find and replace the word and word forms of JOG with RUN.

• Spell Check the entire presentation.

• Save the presentation as lesson5project1a in the PowerPoint folder on your

storage device.

• Close PowerPoint.